



Request For Proposal

- Date:** December 4, 2009
- Wanted:** Host City for the 2010 Michigan Downtown Conference
- When:** The week of September 13, 2010
- Where:** Downtown location
- What:** The ideal Host City will have plenty to show the conference attendees regarding downtown revitalization and positive community economic development. The Host City should also be capable of fully participating in the planning process for this conference.

Conference and multiple track session needs:

- Conference will take place the week of September 13, 2010. The conference will be a two day conference (Tuesday/Wednesday, Wednesday/Thursday or Thursday/Friday)
- Hotel and conference space should accommodate from 300 to 350 attendees
- Sufficient meeting space to accommodate conference attendee group in one general session room, as well as multiple sessions running simultaneously
- Crescent rounds for the general meeting space
- Crescent rounds for the multiple breakout session
- Awards luncheon meeting space

Exhibitor space needs:

- Exhibit space should accommodate 8' tables for each exhibitor to be placed around the perimeter of the general meeting room OR Exhibit space should accommodate 8' tables in entrance/foyer/hallway adjacent to all meeting rooms
- Exhibit space should have electrical service available
- Exhibit space should have wireless internet service available
- Access to set up/teardown that does not interfere with conference attendees (i.e. back loading dock, etc.)
- Ability to set up evening prior to conference

It is the philosophy of the Michigan Downtown Conference to offer significant economic impact for the Host City throughout the conference by leaving ample time for attendees to experience the city's amenities. Your downtown area should have dining and shopping options, as well as a location suitable for an evening reception, which is sponsored by the host city.

Interested Cities: Submit a Letter of Interest and description of your downtown and proposed accommodations. A team will narrow the field of candidates and schedule a visit to review the accommodations.

Send to: Laura Krizov
Michigan State Housing Development Authority
Manager, Michigan Main Street Center
735 E. Michigan
Lansing, MI 48912

Deadline for Letter of Interest: January 15, 2010 at 4:00 p.m.